

Joplin Junior College



Catalog & Announcements - - - 1954-1955

Joplin Junior College

ANNOUNCEMENTS AND
GENERAL INFORMATION

ISSUE FOR

1954

1955

ACCREDITED

University of Missouri

State Department of Education

Member American Association of Junior Colleges

North Central Association of Colleges and Secondary Schools

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JOPLIN PUBLIC SCHOOLS

Board of Education

1954-1955

MEMBERS

Austin Harrison
Richard N. Craig
Bob Clay
Jack Fleischaker
Morgan Hillhouse
Mrs. Reba Blanke

OFFICERS

Jack Fleischaker, President
Mrs. Reba Blanke, Vice President
Virgil H. Board, Treasurer
Fern Gray, Secretary
Roi S. Wood, Superintendent of Schools

COLLEGE CALENDAR

1954-1955

1954

September 10	Counseling Tests for New Students
September 13 — 2:00 p. m.	Faculty Conference
September 14 — 9:00 a. m. to 5:00 p. m.	Registration
September 15	Classes Convene
November 25, 26, 27, 28	Thanksgiving Holidays
November 29 — 8:00 a. m.	Classes Reconvene
December 18 - January 2	Christmas Holidays

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January 3 — 8:00 a. m.	Classes Reconvene
January 28	First Semester Ends
January 31	Registration for Second Semester
February 1 — 8:00 a. m.	Classes Reconvene
April 8, 9, 10, 11	Easter Holidays
April 12 — 8:00 a. m.	Classes Reconvene
May 25	Class Day
June 5	Baccalaureate
June 6	Commencement Exercises

FACULTY 1954-1955

Administration

- Roi S. Wood President and Superintendent of Schools
Culver-Stockton College
A. B., Central Wesleyan College
A. M., University of Missouri
- Maurice L. Litton Dean
A. A., Kilgore Junior College, Kilgore, Texas
B. A., M. A., ED. D., University of Texas
- R. W. Baker Director of Industrial Education
Four years trade experience
A. B., Central College
A. M., University of Missouri
- Margaret Mitchell Registrar
B. S., Southwest Missouri State College
University of Southern California
M. B. A., University of Denver
- Loretta Frazier Librarian
B. S., Northwest Missouri State College
B. S. in Library Science, University of Illinois
- Margaret Pendleton Pierson Secretary to the Dean
Associate in Business, Joplin Junior College
- Patricia L. Bailey Secretary to the Director of Industrial Education
Joplin Junior College

Instructors

- Paul Antle Education
B. S., Southwest Missouri State College, Springfield
M. Ed., University of Missouri
- V. L. Anderson Mechanical Drawing
B. S., Northwest Missouri State College
Stout Institute, Menomonie, Wisconsin
Graduate Work, University of Missouri
and K. S. T. C., Pittsburg, Kansas
- Arthur Boles Art
B. F. A., Chicago Art Institute
Graduate Study, K. S. T. C., Pittsburg, Kansas
- Ada Coffey Literature
A. B., A. M., University of Kansas
- T. Frank Coulter Orchestra
Olivet College, Olivet, Michigan
B. S., K. S. T. C., Pittsburg, Kansas

- Hildred L. Currey Piano
 Graduate of Music Department of Drury College—4 Years
 Private Lessons with Ernest Hucheson—2 Years
 Organ—Drury College
- Edna C. Drummond Zoology and Botany, Dean of Women
 University of Colorado
 B. S., A. M., George Peabody College
 Butler University
- Lloyd L. Dryer Psychology and Education
 B. S., A. M., Oklahoma A. & M. College
 Additional study: University of Colorado
 University of Texas, K.S.T.C., Pittsburg, Kansas
 University of Oklahoma
- Merrill Ellis Music
 M. A. and B.M., University of Oklahoma
 Graduate study with Charles Giard, Spensor Norton,
 Charles Garland, and Roy Harris
- Cecil Floyd, Assistant Supt. of Schools Education
 B.S., K.S.T.C., Pittsburg, Kansas
 M.Ed., University of Missouri
- Harry C. Gockel History, Economics, Geography
 A. B., A. M., Washington University
 University of Wisconsin
- Carl L. Graham Sheet Metal
 Eighteen years trade experience
 University of Missouri
- Marie A. Guengerich Piano
 Graduate, Calhoun School of Music, Joplin. Studied with Helen
 Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski,
 Albert Mirovitch, Student in University of Chicago, 1918.
 President Missouri Music Teachers Association 1935-1936
- R. B. Hainline Cabinet Shop
 Four years trade experience
 B. S., K. S. T. C., Emporia, Kansas
 K. S. T. C., Pittsburg, Kansas
 Graduate N. A. T. T. C., Chicago, Illinois
- L. Buryl Harmon Piano
 Graduate, Chicago Musical College. Studied piano under Dr.
 Edward Collins, Leopold Godowski, Percy Grainger and Doh-
 nanyi; history under Herbert Witherspoon; harmony under Felix
 Borowski and Laura Drake Harris; counterpoint under Dr.
 Weslie Laviolette and composition under Dr. Arnold Volpe.
- Cleotis Headlee English and Journalism
 B. S., A. M., University of Missouri
 University of California, Berkeley

- Robert D. Heater Speech
 B. F. A., Drake University
 M. A., Northwestern University
- Rhetia Hesselberg Violin
 Graduate, Royal Academy of Music, Berlin, Germany, under
 Joachim. Studied in New York with Franz Kneisel, Paul Koch-
 anski and Michel Piastro. For twenty-five years head of the
 violin department at K. S. T. C., Pittsburg, Kansas.
- Evelyn Gaugler Hinton Voice
 B. S. in Music Supervisorship, Kansas State Teachers College,
 Student of George Winter, Joplin; John Wilcox, Denver; Percy
 Rector Stevens, New York; Cesare Sturani, New York; Student
 of Organ two years, Columbia University, New York.
- Arnold E. Irwin Social Science
 A. B., K. S. T. C., Pittsburg, Kansas
 A. M., University of Missouri
 University of Michigan
- Ellis Kindred Auto Mechanics
 Thirty-one years trade experience
 K. S. T. C., Pittsburg, Kansas
- William J. Lebedeff Brass Instruments
 B.P.S.M., University of Miami, Florida
 M.M., University of Michigan
 "Specialist in Music Ed.", Columbia University
 Pupil of Francis Hellstein, Detroit Symphony
- Mae Marshall Piano - Organ
 Calhoun School of Music, Joplin. Studied with Henoit Levy.
 Studied organ with Arthur Dunham, Chicago; Dr. Wm. C. Carl,
 New York; Harmony and Counterpoint with Frank Wright,
 Brooklyn; Memorization and Analysis with Winslow Cheney,
 New York.
- Ernest L. McClymond Physics
 Drury College
 B. S., Central Missouri State College
 University of Missouri
- Martha Ann McCormick Mathematics
 Ph. B., A. M., University of Chicago
- Gerald M. Prater Education
 B.S., Southwest Missouri State College, Springfield
 M. Ed., University of Missouri
 Graduate Study, University of Arkansas

- Mary Bingham Porter Violin
 Graduate, Drake School of Music, Chicago; Graduate work at
 Von Ende School of Music, New York. Special study with Sam-
 etini, Chicago Musical College, and Jacques Gorden, New York.
 Master classes of Leopold Auer.
- Eula Ratekin Chemistry
 A.A., William Woods College
 Washington University
 University of Illinois
 A.B., A.M., University of Missouri
- Betty Read Physical Education
 A. B., Fort Hays Kansas State College, Hays, Kansas
 M. A., Teachers College, Columbia University
- Catherine W. Selves Mathematics
 B. S., Northeast Missouri State Teachers College
 A. M., University of Chicago
- Lela A. Smith English
 A. B. and B. S., Drury College
 A. M., George Peabody College
- Mrs. Oliver Sovereign Piano
 Studied with Leo Miller, St. Louis; Max Landow and Alfredo
 Oswald, Peabody Conservatory; Helen Scoville, New York City.
- Oliver Sovereign Voice
 B.S., K.S.T.C., Pittsburg, Kansas
 Studied with Herbert Wall, University of Missouri;
 Vincent Hubbard and Stephen Townsend, Boston;
 Louis Graveure and Enrico Rasati, New York City
- Lillian Spangler Foreign Languages
 A. B., A. M., University of Missouri
 Northwestern University
- Dudley F. Stegge Physical Education
 B. S., K. S. T. C., Pittsburg, Kansas
 M.S., K.S.T.C., Pittsburg, Kansas
- Vera Margaret Steininger Commercial
 A. B., University of Kansas; A. M., Columbia University
 Central Missouri State College
 University of Denver
- Dorothy A. Stone Director of Placement Service, Commercial
 B. S., A. M., University of Missouri
 University of Chicago
 Washington University

- James R. Stratton Director of Adult Education, Distributive Education
B. S. in Education, Bowling Green State University
Bowling Green, Ohio
Graduate Study, Marshall College, Huntington, West Virginia,
and K. S. T. C., Pittsburg, Kansas
- Donald B. Testerman Assistant Coach
B.S., M.S., K.S.T.C., Pittsburg, Kansas
- Carl H. Well Electric and Acetylene Welding
Eighteen years trade experience
University of Missouri
- James Willey Chemistry
A. B., University of Kansas
Graduate Study, K.S.T.C., Pittsburg, Kansas
- Keith Wormington Machine Shop
Nineteen years trade experience
University of Missouri
- Nira Wright Voice
Graduate, Lamperti-Valda School of Singing, Paris. Studied
with John S. Van Cleve, Cincinnati; Mme. Richards Claggett,
Dallas; Mme. Johan Hess Burr and William Nelson Burritt, Chi-
cago; Mme. Anna Zeigler, Mme. Valda and Frantz Prochowski,
New York.



SECTION I

GENERAL INFORMATION

The information given in this catalogue is for the school year 1954-1955. Changes may be made at any time. Any student registered in Joplin Junior College should refer to his catalogue frequently to guide his progress. He will find statements on almost any problem that may arise. All decisions will be based on what is stated in the catalog. Any individual, interested in attending Joplin Junior College, can find details of requirements for registration, fees and other matters herein.

HISTORICAL STATEMENT

Joplin Junior College is an integral part of the public school system of Joplin School District. It was organized by the Board of Education in 1937 as this community's part in a nationwide movement to extend the opportunity for the education of youth two years beyond high school.

On September 6, 1938 the College opened in its own building, located at Fourth and Byers. Blaine Hall, named in honor of H. E. Blaine, the first Dean of the College, was dedicated on November 1, 1946.

G. I. City, the veterans housing unit was opened for veterans for the Spring Term of 1947.

Franklin Technical School was dedicated, March 21, 1948.

PURPOSES

The particular objectives of Joplin Junior College are four in number.

- (1) To provide an Arts and Science curriculum for those expecting to continue in colleges and universities.
- (2) To provide semi-professional curriculums that will enable the graduate to enter fields bordering on the professional or technical work that does not require graduation from professional schools.
- (3) To provide as many terminal, vocational curriculums as possible; to meet the needs of a large number of students who may not wish to, or cannot, give more than two years further preparation for their life's work.
- (4) To provide opportunity for individuals not interested in college degrees, to enrich their cultural backgrounds and to improve and advance themselves vocationally.

ACCREDITATION

Joplin Junior College is a member of the American Association of Junior Colleges, and is accredited by the North Central Association of Colleges and Secondary Schools, by the University of Missouri and by the State Department of Education.

ARMED SERVICE INFORMATION

Veterans

The college is accredited with the Veterans Administration and operates under contract whereby veterans may obtain the full benefit of the educational opportunities offered under Public Law 550, and Public Law 16. Information concerning the application of these laws to education may be obtained at the College.

Selective Service

The Selective Service College Qualification Test is given twice a year at Joplin Junior College to students who have made application and wish to qualify for an educational deferrment. To be eligible to take the test, an applicant must be a registrant under the Selective Service Act who intends to request occupational deferrment as a student; must be under 26 years old at the time of taking the test; must be satisfactorily pursuing a full-time college course leading to a degree (the applicant need not be in a four-year college but his entire course of study must be satisfactory for transfer of credits to a degree-granting institution); must not previously have taken the test.

Under the present law, a student making a score of 70, or better, is eligible for deferrment to continue his college education.

Letters of certification are sent from the office of the Dean to the respective Draft Boards so the students currently enrolled may secure educational deferrment. All male students are eligible for these letters of certification if they are registered with the Draft Board, enrolled for a full schedule in the College (14 hours or more) and doing satisfactory work.

ADULT EDUCATION

Joplin Junior College through its Adult Education program offers opportunities to the adults in the area to improve themselves culturally and vocationally. The classes offer 20 hours of instruction, meeting for a 2-hour period once a week for 10 weeks each semester. No college credit is offered and the fee is nominal, depending on the number of students enrolled.

The College has a policy of offering any adult class for which there is sufficient demand to pay for the cost of instruction.

BUILDINGS AND EQUIPMENT

The Main Building and Blaine Hall campus is located at Fourth and Byers Avenue. It is within walking distance of the business district and bus terminals, accessible by highways, and on inter-urban bus routes.

The rooms in the Main Building are large and well-lighted; the halls and stairways are wide and commodious. There are rooms in the basement for typing, office machines, drawing and the library. On the second floor are the offices of the Dean and his secretary, the office of the Registrar, the auditorium, and several class rooms. On the third floor are the laboratories, class rooms and the faculty office.

Blaine Hall houses the Cafeteria, one class room, offices of **The Chart** (school newspaper) and of **The Crossroads** (school annual), and the Lion's Den, which is a recreation room for all students.

Franklin Technical School is located at Thirteenth and Pearl Avenue. This large building contains the cabinet shop, machine shop, sheet metal shop, welding shop, classrooms and the office of the Director of Industrial Education. This is one of the best equipped technical schools in this section of the country.

G. I. City, located at Thirteenth and Murphy, has 24 units available to veterans. All rooms are clean and attractively painted.

All football games are played at Junge Stadium, Thirteenth and Murphy Avenue, and basketball games are usually played in the North Junior High School gymnasium, located at First and Gray.

STUDENT PERSONNEL SERVICES

The Library

The College Library plays an integral part in the educational development of the students. The 9,800 volumes have been carefully selected and offer an exceptional collection of standard and recent materials in research and every field covered by the various curriculums.

A dictionary card catalog with author, title, subject and analytics entries, the current issues of 104 magazines and 5 cosmopolitan newspapers, bound periodicals and ready reference volumes are in the reading room. Back issues of magazines and newspapers, an indexed vertical file and a subject-arranged pamphlet collection are housed in the stack-room and are available for use at any time by students and faculty members.

Current issues of magazines and books placed on reserve reading lists are checked for over-night use only; all books not so reserved may be checked for one-week periods.

The Library is housed in attractive quarters, finished in oak, and furnished with modern limed oak furniture. Lighting is obtained through

glass block windows, and from excellent fluorescent fixtures. The seating capacity of the reading room is adequate to serve the student body. Individual stack carrels are used by the faculty and students. A conference room adjacent to the Library has furniture matching that in the reading room, and is used for round-table discussions and meetings of all kinds.

In addition to the College collection, facilities of the Joplin Carnegie Library, containing 66,000 volumes, 130 magazines, 13 daily newspapers and films are available to students and faculty for consultation and withdrawal.

The Assembly

The place of the Assembly in the College is a multi-purposeful one. Primarily, the Assembly is employed in working toward institutional objectives. It is the sole agent responsible for the cultural advancement of the entire student body. Moreover, the programs are designed to serve and to uplift the faculty and to uplift the community through the attendance of the general public. Programs arranged for this purpose are essentially in the fine arts. The assembly platform is also used for enlightenment and information on public matters through presentation of local and national speakers and student forums. Students appear on the assembly stage to present student activities and student entertainment. Again, the Assembly is employed for business meetings of the student body and is also used by the Administration for orientation of student and staff members.

The Cafeteria

Blaine Hall Cafeteria has the facilities for serving several hundred students. The policy of the Cafeteria is to serve well-balanced meals at a very low cost to the students. Student help tends to keep prices to a nominal amount.

Living Quarters for Students

Students who come from outside Joplin can find sleeping rooms, rooms with kitchen privileges, and small apartments in many private homes easily accessible to the College.

Veterans may obtain apartments in G. I. City. For G. I. City reservations, write Board of Education, 827 Pearl, Joplin, Missouri.

Counseling

Every student at some time needs personal and individual help if he is to improve his planning and solve his problems. To insure each student of this help, a faculty advisor is assigned at the beginning of the freshman year. The duties of these advisors are threefold: (1) to help the student in planning his course of study and in solving his scholastic problems so that he may get the best education commensurate with his ability and capacity, (2) to assist the student to choose a vocation, prepare for, enter upon, and progress in it, and (3) to help the student to make his own decisions with respect to personal problems.

Guidance Examinations

Each student entering Joplin Junior College for the first time is required to take a battery of examinations.

This battery usually includes a test of mechanics and effectiveness of expression in English, a test of general mental ability, and a vocational interest inventory. The tests are given prior to registration (see Instructions for New Students, below) and the results are used as one basis for placing students in classes and courses of study. They are not used for determining entrance or for the elimination of students.

Scholarships

The College offers scholarships to high-ranking high school graduates. The scholarships cover the tuition for one year for non-resident students or the incidental fee for resident students. This scholarship must be awarded to either the valedictorian or the salutatorian of the current graduating class. Scholarships are offered to outstanding students in the speech or music departments, and in athletics.

Scholarship students must participate in the activities for which the scholarships are granted, and must use the scholarship during the year of issue.

Students interested in obtaining one of these scholarships should make application to the Dean of Joplin Junior College.

Placement Service

The College maintains a placement service and is constantly informed as to available positions in the business district and in private homes. Through the use of this service, graduates often find full-time jobs fitted to their particular abilities and interests.

A number of part-time jobs are available to worthy students who qualify for such help. These jobs include office work, library work, and College Cafeteria work. Application for part-time jobs may be made at any time after August 1, by writing to the office of the Dean, Joplin Junior College, Joplin, Missouri.

INSTRUCTIONS FOR NEW STUDENTS

Because it is sometimes difficult for the beginning student to know just what is expected of him, the following information has been compiled and is printed here for convenience.

A student entering Joplin Junior College as a freshman in the fall of 1954 is expected to:

1. Furnish a transcript of his high school work. The prospective student should request the principal of his high school to send the transcript to the Registrar prior to September 13, 1954.

2. Attend one of the following Guidance and Testing Sessions Friday, September 10, 1954:

8:30 to 11:30 A. M.

or

1:30 to 4:30 P. M.

or

7:00 to 10:00 P. M.

3. Register on Registration Day, September 14, 1954 and pay tuition and fees.

GENERAL REGULATIONS

ADMISSION

Admission by Certificate

The College regularly admits without examination graduates of fully accredited high schools who present at least fifteen units of high school credit including the following:

English	3 units
Social Science	3 units
Mathematics	1 unit
Science	1 unit

The remainder of the fifteen units may be selected from any courses accepted by an accredited high school for its diploma, with the exception of physical education and military science. Not more than two units in diversified occupations will be accepted.

Non-graduates from accredited high schools who present 15 acceptable units will be admitted by certificate if they are recommended for college admission by the high school principal or superintendent.

All candidates are expected to meet the specific admission requirements, if any, of the curriculum they desire to enter. See Section II.

A prospective student should request the principal of his high school to send a transcript of his work to the Registrar's Office. The diploma will not be accepted as a credential.

Veterans

A man or woman whose formal education has been interrupted by military service and who has not attended high school, or has not completed a high school program, may qualify for admission by taking the General Educational Development tests prepared by the Armed Forces Institute, or by taking comparable forms of the same tests after separation from service.

Students Transferring from Other Colleges and Universities

A student who has been regularly admitted to another college or university of recognized standing may be admitted to Joplin Junior College upon presentation of a statement of honorable dismissal. An official transcript for all college work should be filed with the Registrar during the first semester of enrollment.

Special Students

Persons over twenty-one years of age who have not completed requirements for admission and who present evidence of special preparation and attainment may be admitted to the College as special students. These students may become candidates for degrees when regular admission has been established. Special students are required to take all examinations

in their courses, and are subject to the same scholastic requirements as are regular students.

Hearers

With the consent of the Registrar and the instructors concerned, students may be admitted to any course as hearers. Hearers must be registered and must pay fees, but are not required to take examinations. They receive no college credit.

REQUIREMENTS FOR GRADUATION

Degrees and diplomas are conferred at the close of the second semester of each school year.

In order to receive the Associate Degree, the candidate must meet the following requirements:

1. He must have been regularly admitted to the College and must have met all admission requirements for the curriculum that he is following.
2. He must have earned 60 semester hours of credit and 60 honor points.
3. He must have credit for four semesters of physical education or must have been properly excused.
4. He must have satisfied the course requirements for one of the degree plans in Section II.
5. He must have completed the last semester of his work at Joplin Junior College.

GRADES AND GRADE REPORTS

The following marks are used in grading work: E, S, M, I, F, WP, and WF. They are defined as follows:

E	Excellent
S	Superior
M	Medium
I	Below average
F	Failing
WP	Withdrawal passing
WF	Withdrawal failing

Grade reports are mailed to the parents or guardians at the end of the ninth week of each semester and at the completion of the semester.

QUANTITY AND QUALITY OF WORK REQUIRED

The normal college load is fifteen hours of work in addition to physical education. A student may not register for more than sixteen nor less than twelve semester hours in any semester without the approval of the Dean. An exception to this regulation is made in the case of pre-engineering students who are permitted to carry seventeen or eighteen hours per semester.

A student who is not doing passing work in at least 60 per cent of work carried at the end of any semester's work is advised to withdraw. He may continue on probation for one semester. If he fails to improve his work, he may be suspended for one semester.

The Honor Roll is published at the end of each semester. To be eligible for the Honor Roll a student must carry at least twelve semester hours of work in addition to physical education, and must average at least 2.0 honor points on all work carried.

CLASS ATTENDANCE

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time he registers. The College does not maintain a system of excused absences and an accumulation of absences will adversely affect the semester grade. A student absent without explanation for two consecutive weeks is dropped from the official rolls and his reinstatement will be subject to the action of the Dean.

WITHDRAWALS

A student wishing to withdraw from the College for the remainder of a semester must secure an honorable dismissal through the Dean's office, after he has first returned all books and other equipment charged to him, paid all fines and fees, and cleared himself in every respect with the College office.

A student who fails to comply with the above procedure will not be recommended to any other college or university, nor will he be eligible to receive refunds of such fees or deposits as are by the rules returnable.

CHANGES IN PROGRAMS

During the second week of each semester a student may petition for a change in program in the office of the Registrar. (See Fees for Change in Program).

All changes in schedules must be recorded in the office and any irregularity in procedure may result in an "F" on the record of the student.

CLASSIFICATION OF STUDENTS

A student is classified as a freshman until he completes at least twenty seven hours.

EXPENSES AND PAYMENTS

All statements as to fees contained in this catalog are by way of announcement only for the school year covered by the catalog. The College reserves the right to change fees at any time without notice being given in advance.

Time of Payment of Fees: All fees must be paid in full at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid.

Tuition: Tuition is free to all students under 20 years of age who are residents of the School District of Joplin.

Tuition for Non-Residents, or Students 20 Years of age and Over: Students who are non-residents of the School District of Joplin or students who are 20 years of age or over, are required to pay a tuition fee of thirty dollars (\$30.00) per semester. For eight hours or more the tuition is \$30.00. For seven hours or less the tuition is \$2.25 per hour.

Matriculation Fee: A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the College for the first time. This fee will not be subject to refund at any time.

Incidental Fee: All students in the College are required to pay an incidental fee of eighteen dollars (\$18.00) per semester. This fee includes all expenses required in every course, (except breakage in chemistry laboratory courses, tuition charges and individual supplies), as well as publications of **Chart** and **Crossroads**. Students who are permitted to carry work of from five to eight hours during the semester will be admitted on payment of an incidental fee of eleven dollars (\$11.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of seven dollars (\$7.00).

Textbook and Lock Rental Fee: All textbooks and locks are owned by the Joplin Junior College and are rented to the student. Rental deposits are required of all students and refunds of these deposits, when all books and locks are turned in by the student, will be made as follows:

Number of Hours	Amount of Textbook and Lock Rental Fee	Refund
8 hours or more	\$10.00	\$5.00
5 to 7 hours	\$ 8.00	\$4.00
1 to 4 hours	\$ 5.00	\$3.00

A lost book or lock must be paid for before a student is eligible for the refund and before his record can be cleared.

Applied Music Fee: For one 30-minute lesson per week in applied music, the usual fee is \$36 per semester. It will be paid to the instructor.

Laboratory Breakage Deposit: A deposit of one dollar (1.00) to cover breakage is charged for all chemistry laboratory courses. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, the difference must be paid at the end of the semester in order to clear all records.

Fee for Late Registration: Every student who enrolls after the registration day of each semester must pay a fee of one dollar (\$1.00) for late registration, in addition to the other fees.

Fee for Change of Program: With the exception of errors made by the College staff, a fee of one dollar (\$1.00) must be paid for each petition to change a course after the period allowed for changing programs.

Transcript Fee: A fee of one dollar (\$1.00) is charged for a duplicate transcript of credits.

Refund of Fees: Students leaving school or dropping courses for which they have paid fees, prior to the fifth week of the semester involved, will receive a refund of the fees paid in accordance with the following schedule:

Time of Withdrawal	Amount of Fee to be Refunded
Within the first and second weeks	80 per cent
Within the third and fourth weeks	50 per cent
After the fourth week	No Refund

STUDENT ACTIVITIES

Opportunity for participating in a wide variety of out-of-class activities is provided at Joplin Junior College. Students are encouraged to investigate the wide choice of activities and are expected to participate in one or more of these aspects of the college program.

Student Senate: The Senate is composed of the president, vice-presidents, and secretary and treasurer of the student body elected annually from the school at large; and the student senators elected from the classes by proportional representation with the Dean of the College and one other faculty member as advisors.

Phi Theta Kappa (Eta Chi chapter) is a national scholastic fraternity that has as its purpose the promotion of scholarship, the development of character, and cultivation of fellowship among students of both sexes in the junior colleges of the United States. To be eligible for election to membership, a student must have a grade point average of 2.3, be carrying accumulative average of 15 hours per week, 12 of which must be creditable in Arts and Science, and be in the upper scholastic 10 per cent of the regularly enrolled student body. To maintain active membership, a student must at the end of any given semester have a grade point average of not less than 2.0.

Theta Mu Gamma is an honorary Joplin Junior College music fraternity. Membership is open to any qualified musician who is properly enrolled and is satisfactorily passing his courses in the College. Each member is required to perform in public, or before the Club at least once each semester.

The purposes of Theta Mu Gamma are: to promote better music through the college and the community; to encourage public musical performance by the various members; to recognize honorable achievement in music; and to encourage participation in the Joplin Junior College Civic Symphony, the College Choir, and church choirs of the member's own choice.

Y. M. C. A. Men of both faculty and study-body meet weekly for noon luncheon and fellowship at the Joplin Y. M. C. A. Varied programs of entertainment and inspiration are arranged by a student committee.

Y. W. C. A. The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the College may share and offers an opportunity for development and training in leadership, religion and social service. The activities of the Y.W.C.A. are varied enough for each member to do the type of work that appeals most to her interest. The group is affiliated with the National Student Christian Association and the National Student Y. W. C. A. It makes contributions each year to the World University Fund for the relief of students in other countries.

A group of delegates attend the state fall and spring conferences of the Y.M.C.A. and Y.W.C.A. and the regional Conference at Estes Park, Colorado, during the summer.

The Modern Language Club is open to students of French, Spanish and German. The purpose of this group is to become better acquainted with the language studied and with the people and countries where these languages are spoken, including some of the contributions in literature, art and music. The Modern Language Club always presents an outstanding assembly program during the year and usually sponsors a school party or dance.

The College Theater is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produce two plays during the school year, and contribute materially to assemblies and other school functions. Membership includes not only those who may have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

The D. E. Club is composed of students of the College who are interested in the field of retailing. The only requirement is that the student must be registered for Cooperative Store Practice.

The Joplin Junior College Club is a charter member of both the state and national D. E. organization and has been active in state and national activities.

Science Club. The Science Club is open to students and members of the faculty who are interested in any branch of science.

The purpose of the club is to develop scientific interests and to broaden scientific knowledge.

Chorus is open to any properly enrolled student who loves to sing and has some background and experience in choral work. Auditions are held at the beginning of each semester. The college choir is limited to 60 voices.

Activities of the choir consist of concerts in neighboring towns and schools, at least one trip each year, participation with the Community Choir in the performance of an oratorio each spring, and a portion of the Baccalaureate and Commencement exercises at the end of the college year.

The director of the chorus group chooses a Triple Trio and a Men's Double Quartet from the personnel as special ensemble groups. These groups have proven very popular in civic programs and special recitals.

The Joplin Junior College Civic Symphony, sponsored by Joplin Junior College is open to all College musicians who can qualify. The orchestra presents a series of concerts with visiting artists during the Winter Season. Many Joplin citizens and professional people participate in its activities and a high quality of music is prepared and performed. College credit is given to students who participate in the Symphony.

Sororities, Fraternities and College Organizations. The sororities and fraternities of the College offer additional social life for the students. Likewise all other clubs of the school are solely interested in making a full college life. No student may hold two major offices in student organizations.

Rules for Sororities, Fraternities and Clubs

1. All clubs or organizations composed of Junior College students, and recognized by the faculty as college organizations shall submit a constitution for the approval of the faculty.
2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.
3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.
5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.
6. Regular meetings may be held bi-weekly in the college building, the home of one of the members, or in such other places as the sponsor and Dean may approve.
7. The regular meeting shall be registered in the office of the Dean.
8. Regular meetings shall adjourn not later than 10 p. m.

ATHLETICS

Joplin Junior College participates in the following inter-collegiate activities: Basketball, Football, Track, Golf and Bowling.

Inter-mural programs are available for those who prefer it to varsity competition.

Athletic Policy. It is the policy of Joplin Junior College to conduct its inter-collegiate athletic program in such a manner so as to create respect for good sportsmanship and an appreciation of sound moral values. At no time will the inter-collegiate athletic program run counter to the main functions of the college which include, in addition to its academic goals, the education of its students in sound practices of democratic citizenship, community responsibility, sound religious and moral values, and an understanding of the rights of others.

The college attempts to build its inter-collegiate program around two major concepts:

1. The athletic program is an integral part of the educational program of the institution.

2. At no time is the inter-collegiate athletic program permitted to dominate the educational philosophy so as to bring discredit to the purpose for which the institution was founded, namely, the education of all students.

Requirements for Participation in School Activities: To be eligible for participation in contests for the College, students must be doing passing work in at least ten hours.

With the exception of first-semester freshmen, to be eligible for participation in athletics, students must have passed in at least ten hours in the preceding semester in school.

STUDENT PUBLICATIONS

The Crossroads, the school annual, has been published each year since the College was opened. Each year the annual is the product of a student staff with faculty sponsors. It is an honor to be chosen Editor of the Crossroads, Business Manager of the Crossroads, or even a member of the staff which is limited to a very few. Recently student photographers have added much to the student interest in the annual. Every student is urged to have his picture made for the annual; likewise, each organization is urged to respond with group pictures and other pictures of interest.

The Chart, the school newspaper, is traditional with the College. With a student staff and faculty sponsors, **The Chart** publishes advance news and records events of interest. The writing staff uses the work of many cartoonists, photographers, and creative writers; the business staff provides students with many experiences in the business world. In addition to the 10 regular issues, a special illustrated supplement is published at the close of the year. Students interested in an editorial position should schedule the course **Survey of Journalism**, either with or without credit.

The Alumni-Student Organization sends out announcements each year concerning the annual Alumni-Student Banquet and the Homecoming activities.

The Student Handbook, a compilation of information about the College, is sponsored by the Student Cabinet of the Student Senate.

The Student Directory is compiled by the Student Senate and is published annually.



SECTION II

EXPLANATION

Definition of Credit Hours: The hour, which is the unit of credit given in the College, is the equivalent of a subject pursued one period per week for one semester of approximately eighteen weeks. Thus, a course valued at two credit-hours will normally meet two hours per week for a semester.

Vocational Courses: In general, the vocational college classes are conducted on a three-hour, five-day week basis providing 8 hours' credit each semester with the remainder of the day being spent in related college courses.

Course Numbers: In general the courses with small numbers are the beginning courses. The number of hours of credit given for a course is indicated after the title and explanation of each course. The small letters indicate the semester or semesters in which the course is usually offered; "f" designates a course offered in the fall semester, and "w", the winter semester.

Schedule of Courses: The schedule of days, hours, and rooms for the 1954-1955 sessions will be issued as separate bulletins in advance of the various sessions.

ARTS AND SCIENCE COURSES

The courses listed below are accepted toward the A.B. or the B.S. degree and also are used in satisfaction of the requirements of those professional schools requiring two years of liberal arts work for admission. Courses in Applied Music are usually accepted towards the A.B. or B.S. degree to the extent of eight hours. Applied Music majors should see page 41.

Total number of hours offered in each subject is shown below:

Accounting	12 hours	Calculus	10 hours
Art	12 hours	Plane Surveying	4 hours
Chorus	4 hours	Mechanical Drawing	8 hours
Music Theory	26 hours	General Science	5 hours
Orchestra	1 hour	Biological Science	20 hours
Applied Music	8 hours	Hygiene	2 hours
English Composition, Exposition, and Narration	12 hours	Chemistry	23 hours
Survey of Journalism	1 hour	Physics	18 hours
Literature	13 hours	Psychology (General and Applied)	6 hours
Speech	13 hours	Geography	3 hours
Foreign Language	45 hours	Modern European History	6 hours
Library Science	2 hours	American History	5 hours
Plane Geometry	3 hours	General Economics	5 hours
Solid Geometry	2 hours	State and U. S. Government	5 hours
Algebra	8 hours	International Relations	3 hours
Trigonometry	3 hours	Sociology	6 hours
Slide Rule	1 hour	Physical Education (required) ..	4 hours
Analytic Geometry	5 hours		

TERMINAL COURSES

Courses in this list are regarded as professional or technical in character and usually are credited in those curriculums where such courses are acceptable.

Business Communications	3 hours	Arithmetic for Teachers	2 hours
Business Arithmetic	3 hours	Children's Literature	2 hours
Introduction to Salesmanship	3 hours	Observation and Practice	
Retailing Principles	3 hours	Teaching in the Elementary	
Introduction to Business	3 hours	School	3 hours
Advertising	3 hours	Art Survey, 1a	3 hours
Basic Display	3 hours	Applied Music	after 8 hours
Textile Merchandise Analysis....	3 hours	Public School Music	2 hours
Cooperative Store Practice	4 hours	Engineering Problems	2 hours
Retailing Practices and		Technical Mathematics	5 hours
Conferences	6 hours	Technical Science	5 hours
Business Law	3 hours	Play and Games	2 hours
Shorthand	12 hours	VOCATIONAL SHOP COURSES:	
Typewriting	12 hours	Auto Mechanics	48 hours
Secretarial Procedures	3 hours	Cabinet Shop	24 hours
Office Machines	9 hours	Machine Shop	40 hours
Educational Psychology	3 hours	Sheet Metal	24 hours
Elem. School Organization		Welding	16 hours
and Management	2 hours	General Metals	8 hours
Technique of Teaching in the			
Elementary Schools	3 hours		

ARTS AND SCIENCE CURRICULUM

Degree: Associate in Arts

1. Courses required for the Arts and Science Curriculum:

English I and II	6 semester hours
*Fundamentals of Speech	2 semester hours
**Mathematics	3 semester hours
Courses in Fine Arts or Literature	6 semester hours
Courses distributed among Economics, Geography, European History, and Sociology, with no more than one course in any one department	5 semester hours
State and U. S. Government or American History	5 semester hours
Biological or Physical Science (with laboratory)	5 semester hours
***Electives in Arts and Science Courses	28 semester hours
Physical Education	2 years
*Not required if student presents one unit in speech for admission.	
**Not required if student presents three or more units in mathematics for admission.	
***Electives should include a foreign language.	

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>	<i>Second Semester</i>
English I 3 hrs.	English II 3 hrs.
Social Science or electives 3 or 5 hrs.	American History 5 hrs.
Electives in Fine Arts, Literature 3 hrs.	Electives in Fine Arts, Literature 5 or 3 hrs.
Fundamentals of Speech 2 hrs.	Algebra 3 or 5 hrs.
Electives (Arts and Science) 5 or 3 hours	Physical Education Required
Physical Education Required	
— 16	— 16

SOPHOMORE YEAR

<i>First Semester</i>	<i>Second Semester</i>
Electives in Fine Arts, Literature 3 hrs.	Social Science 3 or 5 hrs.
Science 5 hrs.	State Government 2 hrs.
U. S. Government 3 hrs.	Electives (Arts and Science) 11 or 9 hrs.
Electives (Arts and Science) 5 hrs.	Physical Education Required
Physical Education Required	
— 16	— 16

PRE-AGRICULTURE CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Agriculture Curriculum:

English I and II	6 semester hours
Inorganic Chemistry	10 semester hours
General Botany 2 or Zoology 1	5 semester hours
General Economics	5 semester hours
U. S. Government and State Government or	
American History	5 semester hours
Mathematics	3 or 5 semester hours
*Electives in Arts and Science Courses	24 semester hours
Physical Education	2 years
*Suggested courses for electives: Mathematics, Physics, Psychology, Sociology and Speech.	

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	5 hours
Algebra	3 or 5 hours	U. S. and State Gov't or Elective	5 hours
Electives	5 or 3 hours	Electives	3 hours
Physical Education	Required	Physical Education	Required
<hr/> 16		<hr/> 16	

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
American History or Zoology I	5 hours	General Economics	5 hours
Electives	11 hours	General Botany or Am. History	5 hours
Physical Education	Required	Electives	6 hours
<hr/> 16		Physical Education	Required
<hr/> 16		<hr/> 16	

PRE-BUSINESS ADMINISTRATION CURRICULUM

Degree: Associate in Arts

1. Courses required in the Pre-Business Administration Curriculum:

English I and II	6 semester hours
Algebra	3 or 5 semester hours
Economics	5 semester hours
Accounting	6 or 9 semester hours
American History	5 semester hours
State and United States Government	5 semester hours
*Electives (Arts and Science courses)	25 semester hours
Physical Education	2 years

*Electives should be chosen from the following: Chemistry, Botany, Zoology, Mathematics, Literature, Speech, Sociology, Geography, Psychology, History, and International Relations.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Accounting I	3 hours	Accounting II	3 hours
Algebra	3 or 5 hours	American History	5 hours
Electives	7 or 5 hours	Electives	5 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Accounting II	3 hours	Economics	5 hours
U. S. Government	3 hours	State Government	2 hours
Electives	10 hours	Electives	9 hours
Physical Education	Required	Physical Education	Required
	<u>16</u>		<u>16</u>

PRE-DENTAL CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Dental Curriculum:

English I and II	6 semester hours
Inorganic Chemistry	8 semester hours
Organic Chemistry	5 semester hours
Zoology I	5 semester hours
Anatomy and Physiology	5 semester hours
Physics 1 and 2	8 semester hours
U. S. and State Government or American History	5 semester hours
*Electives (Arts and Science)	18 semester hours
Physical Education	2 years

*Electives should be chosen from the following: Literature, Qualitative Analysis, Sociology, History, Economics, Trigonometry and Foreign Language.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	3 hours
Zoology	5 hours	Anatomy and Physiology	5 hours
Algebra	3 hours	Trigonometry	3 hours
Physical Education	Required	Electives	2 hours
		Physical Education	Required
	<hr/> 16		<hr/> 16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Physics I	5 hours	Physics 2	3 hours
English Life and Literature	3 hours	Organic Chemistry	5 hours
U. S. Government or Elective	3 hours	English Life and Literature	3 hours
State Government or Elective	2 hours	American History or Electives	5 hours
Elective	3 hours	Physical Education	Required
Physical Education	Required		
	<hr/> 16		<hr/> 16

PRE-ENGINEERING CURRICULUM

Degree: Associate in Science

1. Courses required for the Pre-Engineering Curriculum:*

English I and II	6 semester hours
Algebra 3	3 semester hours
Trigonometry 2	2 semester hours
Analytic Geometry	5 semester hours
Calculus 5	5 semester hours
Calculus 6	5 semester hours
Inorganic Chemistry	8 semester hours
Engineering Drawing 1	2 semester hours
Descriptive Geometry	2 semester hours
Physics 3 and 4	10 semester hours
U. S. and State Government	

or

American History	5 semester hours
**Electives	7 semester hours
Physical Education	2 years

*The admission requirements for this curriculum must include three units in mathematics and one unit in science with laboratory.

**Electives must be approved by the student's advisor and should be selected from the following: Plane Surveying, Literature, Engineering Drawing 3, Qualitative Analysis, Quantitative Analysis, Speech and Economics.

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	English II	3 hours
Algebra 3	3 hours	Analytic Geometry 4	5 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	3 hours
Engineering Drawing	2 hours	Descriptive Geometry	2 hours
Slide Rule 8	1 hour	Plane Surveying	2 hours
Trigonometry	3 or 2 hours	Engineering Drawing 3	2 hours
Physical Education	Required	Physical Education	Required
17 or 16		17	

SOPHOMORE YEAR

First Semester		Second Semester	
Qualitative Analysis	3 hours	Quantitative Analysis	5 hours
Calculus 5	5 hours	Calculus 6	5 hours
Physics 3	5 hours	Physics 4	5 hours
State Government	2 hours	U. S. Government	3 hours
Literature	3 hours	Physical Education	Required
Physical Education	Required		
18		18	

3. Specific grade requirements in the Pre-Engineering Curriculum are: A minimum grade of "M" in Algebra 3 and Trigonometry 2, or Introductory Course in College Algebra 1 and Trigonometry 2; a minimum grade of "M" in Chemistry I.

PRE-JOURNALISM CURRICULUM

Includes preparation for Editorial,
Advertising, Publishing, and non-
technical Radio Curriculums.

Degree: Associate in Arts

1. Courses required for the Pre-Journalism Curriculum:*

English I and II	6 semester hours
Foreign Language (in 1 language)	10-15 semester hours
Biological Science or Physical Science	5 semester hours
Economics	5 semester hours
Survey of Journalism	1 semester hour
U.S. Government and State Government	5 semester hours
English Literature	6 semester hours
American History	5 semester hours
**Electives in Art and Science Courses	12-17 semester hours
Physical Education	2 years

*One unit of Typewriting should be included in the high school credits.

**Electives should be chosen from Speech, General Psychology, Mathematics, Sociology and Narration.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Foreign Language 1 or Electives	5 hours	Foreign Language 1 or 2	5 hours
Science or Electives	5 hours	Science or Electives	5 hours
Survey of Journalism	1 hour	Electives	3 hours
Electives	3 hours	Physical Education	Required
Physical Education	Required		
	16		16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Foreign Language 2 or 3	5 hours	Foreign Language 3 or Electives	5 hours
U. S. Government	3 hours	Economics	5 hours
English Literature	3 hours	English Literature	3 hours
American History	5 hours	State Government	2 hours
Physical Education	Required	Elective	1 hour
		Physical Education	Required
	16		16

NOTE: A student following this curriculum is expected to work on the school newspaper, THE CHART.

PRE-LAW CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Law Curriculum:

English I and II	6 semester hours
English Literature	6 semester hours
Biological Science	
or Physical Science	5 semester hours
U. S. Government and State Government	5 semester hours
Economics	5 semester hours
European History	3 semester hours
Accounting	3-6 semester hours
American History	5 semester hours
*Electives in Arts and Science Courses	19 semester hours
Physical Education	2 years

*Suggested courses for electives: Speech, General Psychology, General Sociology and Foreign Language.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Science or Elective	5 hours	U. S. and State Government	5 hours
American History	5 hours	Accounting 11	3 hours
Accounting 1		Electives	5 hours
or Elective	3 hours	Physical Education	Required
Physical Education	Required		
	—		—
	16		16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
European History	3 hours	Economics	5 hours
Literature	3 hours	Literature	3 hours
Electives	10 hours	Electives	8 hours
Physical Education	Required	Physical Education	Required
	—		—
	16		16

PRE-MEDICAL CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Medical Curriculum:

English I and II	6 semester hours
Algebra	3 semester hours
Trigonometry	2 semester hours
*German, French or Spanish (in 1 language)	10-15 semester hours
Inorganic Chemistry	10 semester hours
Qualitative Analysis	3 semester hours
Zoology 1	5 semester hours
Anatomy and Physiology	5 semester hours
Physics 1 and 2	8 semester hours
U. S. and State Government or American History	5 semester hours
Physical Education	2 years

*Not required if the particular school our candidate plans to attend does not require Foreign Language.

Suggested courses for electives: English Literature, History, Sociology, General Psychology and Botany.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Inorganic Chemistry 1	5 hours	Inorganic Chemistry 2	5 hours
Zoology 1	5 hours	Foreign Language 1	5 hours
Algebra 3	3 hours	Anatomy and Physiology	5 hours
Trigonometry	3 or 2 hours	Elective	1 hour
Elective	1 hour	Physical Education	Required
Physical Education	Required		
	16		16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Qualitative Analysis	3 hours	U. S. and State Government or American History	5 hours
Foreign Language 2	5 hours	Foreign Language 3	5 hours
Physics 1	5 hours	Physics 2	3 hours
English I	3 hours	English II	3 hours
Physical Education	Required	Physical Education	Required
	16		16

PRE-NURSING CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Nursing Curriculum:

English I and II	6 semester hours
English Literature	6 semester hours
Inorganic Chemistry	10 semester hours
Zoology 1	5 semester hours
General Sociology	3 semester hours
General Psychology	3 semester hours
U. S. and State Government or American History	5 semester hours
Electives in Arts and Science Courses	17 semester hours
Physical Education	2 years

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester

English I	3 hours
Inorganic Chemistry 1	5 hours
General Psychology 1	3 hours
American History or Electives	5 hours
Physical Education	Required

16

Second Semester

English II	3 hours
Inorganic Chemistry 2	5 hours
U. S. and State Government or Electives	5 hours
Electives	3 hours
Physical Education	Required

16

SOPHOMORE YEAR

First Semester

Zoology 1	5 hours
English Literature	3 hours
General Sociology	3 hours
Electives	5 hours
Physical Education	Required

16

Second Semester

Anatomy and Physiology	5 hours
English Literature	3 hours
Electives	8 hours
Physical Education	Required

16

PRE-SOCIAL WORK CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pre-Social Work Curriculum:

English I and II	6 semester hours
Fundamentals of Speech	2 semester hours
Literature 3, 4 or 11, 12	4-6 semester hours
General Botany 2 or Zoology 1	5 semester hours
Economics 8	5 semester hours
U. S. Government and State Government	5 semester hours
Psychology 1	3 semester hours
Sociology 1	3 semester hours
American History	5 semester hours
Electives in Arts and Science Courses	20 semester hours
Physical Education	2 years

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Science or Elective	5 hours	Science or Elective	5 hours
Sociology 1	3 hours	U. S. and State Government	5 hours
American History	5 hours	Fundamentals of Speech	2 hours
Physical Education	Required	Physical Education	Required
<hr/>		<hr/>	
16		15	

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Literature 3 or 11	2-3 hours	Economics	5 hours
Psychology 1	3 hours	Literature 4 or 12	2-3 hours
Electives	10 hours	Electives	8 hours
Physical Education	Required	Physical Education	Required
<hr/>		<hr/>	
16		16	

APPLIED MUSIC CURRICULUM

Degree: Associate in Music

1. Courses required in the Applied Music Curriculum:

English I and II	6 semester hours
Literature	4-6 semester hours
Foreign Language (French or German)	10-15 semester hours
*Fundamentals of Speech	2 semester hours
Music Theory	16 semester hours
History of Music	6 semester hours
Applied Music (major field)	6 semester hours
Applied Music (minor field)	3 semester hours
U. S. and State Government or American History	5 semester hours
Physical Education	2 years

*Not required if student presents one unit of Speech from high school.

2. General Information:

1. **Applied Music:** Private instruction may be arranged for piano, organ, voice and most orchestral instruments. Two hours of credit per semester may be granted for major study, and one hour of credit for minor study, upon the recommendation of the faculty member. The term, major field, refers to the field of specialization, such as piano, or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. One lesson of one hour per week, or two 30-minute lessons per week are required for major study, and one 30-minute lesson per week is required for minor study. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

2. **Ensembles:** Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in vocal and instrumental ensembles.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Music Theory	5 hours	Music Theory	5 hours
Foreign Language 1, 2, or U. S. Government and Fundamentals of Speech 5 ..	5 hours	Foreign Language 1 or 2	5 hours
Major Instrument 112	2 hours	Major Instrument 122	2 hours
Minor Instrument 111	1 hour	Minor Instrument 121	1 hour
Physical Education	Required	Physical Education	Required
16		16	

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Foreign Language 2 or 3	5 hours	Literature 12	3 hours
or		Music Theory	3 hours
U. S. Government, Minor		Music History 36	3 hours
Instrument 211, and Elective		Major Instrument 222	2 hours
Literature 11	3 hours	Minor Instrument 221	1 hour
Music Theory	3 hours	Fundamentals of Speech 5	2 hours
Major Instrument 212	2 hours	State Government 10	2 hours
Music History 35	3 hours	Physical Education	Required
Physical Education	Required		
16		16	

TEACHER-TRAINING CURRICULUM
FOR ELEMENTARY LEVEL

Curriculum leading to the Two-Year Elementary State Certificate and an Associate in Arts Degree from the College.

1. Requirements for the 60-hour (2-year) Elementary Certificate, as published by the State Department of Education in 1951. (Requirements for the 120-hour (5-year) Elementary Certificate are shown to guide selection of electives.)

REQUIREMENTS FOR ELEMENTARY CERTIFICATES

	Semester 2-year Certificate	Hours 5-year Certificate
Language Arts:		
Composition, Rhetoric, and Grammar.....	5	5
Children's Literature	2	2
Excess or other English credits	0	3
Social Studies:		
American History	5	5
United States or State Government.....	2	2
Geography	2	2
Excess or other Social Studies credits	0	3
Mathematics:		
Arithmetic for Teachers	2	2
Science:		
Science	5	8
Art and Music:		
Art for Elementary Schools	2	2
Music for Elementary Schools	2	2
Excess or other Art and Music credits	2	4
Health and Physical Education:		
Health or Hygiene	2	2
Physical Education for Elementary Schools or Elementary Play and Games	2	2
Education:		
Educational Psychology	2	2
Elementary School Organization and Management	2	2
Technique of Elementary Teaching	2	0
General Technique of Elementary Teaching	0	2
Supervised Practice Teaching	2	0
Special Technique as applied to one or more Elementary subjects	0	2
History of Education or Philosophy of Education	0	2
Supervised Student Teaching	0	5
Excess or other Education credits	2	3
Electives	17	58
Grand Total Required Credits	60	120

2. Courses required for this Teacher-Training Curriculum for Elementary Level:

English I and II	6 semester hours
Children's Literature	2 semester hours
American History	5 semester hours
United States Government	3 semester hours
or	
State Government	2 semester hours
Geography	3 semester hours
Botany, Zoology, Chemistry, or General Science	5 semester hours
Hygiene	2 semester hours
Public School Music	2 semester hours
Art Survey 1a	3 semester hours
Elective in Art or Music	2 semester hours
Play and Games	2 semester hours
Educational Psychology	3 semester hours
Elementary School Organization and Management	2 semester hours
Technique of Elementary Teaching	3 semester hours
Arithmetic for Teachers	2 semester hours
Practice Teaching	3 semester hours
Electives	11 semester hours
Physical Education	2 years

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
Elem. School Organization and Management	2 hours	Educational Psychology	3 hours
Public School Music	2 hours	Science or Amer. History	5 hours
Art Survey 1a	3 hours	Elective, including a 2- semester hour elective in Art or Music	5 hours
Science or American History 5	5 hours	Physical Education	Required
Elective	1 hour		
Physical Education	Required		
	16		16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Technique of Elementary Teaching	3 hours	Practice Teaching	3 hours
United States Government	3 hours	State Government	2 hours
Hygiene	2 hours	Arithmetic for Teachers	2 hours
Geography	3 hours	Play and Games	2 hours
Electives	5 hours	Children's Literature	2 hours
Physical Education	Required	Electives	5 hours
		Physical Education	Required
	16		16

TEACHER-TRAINING CURRICULUM FOR ELEMENTARY TEACHERS WHO PLAN TO FINISH FOUR YEARS OF COLLEGE WORK BEFORE ENTERING THE TEACHING FIELD.

Degree: Associate in Arts

1. Courses required for the Teacher-Training Curriculum for Elementary Level:

English I and II	6 semester hours
English Literature	3 semester hours
U. S. Government	3 semester hours
or	
State Government	2 semester hours
American History	5 semester hours
Elective in Social Science	2 semester hours
Mathematics (unless 3 high school units are presented for admission)	3 semester hours
Biological Science (Botany or Zoology)	5 semester hours
or	
Physical Science (Chemistry 1 or Physics 1)	5 semester hours
Fine Arts	5 semester hours
Hygiene	2 semester hours
*Electives	26 or 27 semester hours
Physical Education	2 years
*Electives should be chosen from: General Psychology, Sociology, Social Science, Fine Arts and your major subject and minor subject.	

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English I	3 hours	English II	3 hours
*American History or a Science	5 hours	*Botany or American History	5 hours
Fine Arts Electives	2 hours	Fine Arts Electives	3 hours
Electives	6 hours	Electives	5 hours
Physical Education	Required	Physical Education	Required
	<hr/> 16		<hr/> 16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English Literature 11	3 hours	State Government	2 hours
United States Government	3 hours	Electives	14 hours
Mathematics	3 hours	Physical Education	Required
Hygiene	2 hours		
Electives	5 hours		
Physical Education	Required		
	<hr/> 16		<hr/> 16

*If a Science is chosen the first semester, then American History should be completed the next semester.

TEACHER-TRAINING CURRICULUM FOR SECONDARY LEVEL

Degree: Associate in Arts

1. Courses required for Teacher Training for Secondary Level:

These requirements depend entirely upon what the student chooses as his major and minor subjects. In order to be sure a student is choosing his courses in the most advantageous way, the entire four-year curriculum is listed below. A student may take his first two years in the Joplin Junior College, working off most of his general requirements, and half of the number of hours for both the major and minors. To be eligible for graduation from Joplin Junior College the student must complete in full numbers 3 and 4 of the general requirements and enough hours from his major and minor subjects to total at least 60 semester hours. Specific State Requirements for High School Teachers in Different Teaching Fields:

Secondary Teachers

Junior high school teachers must meet the same standards as senior high school or four-year high school teachers. All hour requirements are stated in terms of semester hours. The academic standards and the standards for approval in special teaching fields have been formulated in terms of the patterns for the secondary-school curriculum.

General Requirements

1. A baccalaureate degree from an accredited college or university.
2. Completion of sufficient college work in two subject-matter fields to meet the standards for certification and approval for a teacher in Class A, AA, or AAA school.
3. A total of twenty-five hours of college work which may be selected from a minimum of three of the following fields: English, Social Studies, Mathematics, Natural Sciences, Foreign Languages, and United States and State Government.
4. Two years of college work in General Physical Education and Health and Hygiene.

Professional Requirements

Not less than eighteen hours of undergraduate work in professional education courses including a course in each of the following:

Group One—Orientation

1. Educational psychology.
2. A general orientation course, such as History of Education, Philosophy of Education, or Principles of Education.

Group Two—Methods

1. General methods in secondary teaching.
2. Special techniques in one teaching field.
3. A general administration course for teachers.

Group Three—Teaching.

1. Student teaching (5 hours).

SPECIAL REQUIREMENTS FOR TEACHERS:**1. Language Arts****a. English 24 hours**

Including at least 5 hours in composition, 5 hours in English literature, 5 hours in American literature, and 2 hours in speech.

b. School Publications

Twenty-four hours in English with at least 5 hours of college work in school publications (not more than 5 hours in school publications may be counted as a part of the total of 24 hours required to teach English).

c. Speech 10 hours

Twenty-four hours in English with at least 10 hours in Speech including Fundamentals, Public Speaking, and Oral Interpretation (not more than 5 hours of speech may be counted in meeting the 24 hours required to teach English).

d. Foreign Languages

Twenty hours in each language taught, or 15 hours plus two or more high school units in same language.

2. Social Studies

All teachers of social studies must have at least twenty-four hours in this area including at least one course each in American History, European History, Economics, Government, and Sociology. Teachers of American History and World History must have at least 7½ hours in each of these subjects taught, and teachers of Economics, Sociology, and Government must have at least 5 hours in each of these subjects taught.

Teachers of Geography must have five hours in Geography which may be counted as a part of the 24 hours required.

3. Mathematics 15 hours**4. Natural Science 24 hours**

Including at least 15 hours in each science taught; provided that teachers of General Science and Advanced Physical Science shall have at least 5 hours of work each in Chemistry, Physics, and Biology, or 10 hours in college General Science as a part of the total 24 hours required in science.

5. Fine Arts**a. Music****(1) Full-time teachers 24 hours**

- (2) Part-time teachers 15 hours
Including Conducting, History and Appreciation and Theory.
- b. Art
- (1) Full-time teachers 24 hours
- (2) Part-time teachers 15 hours
- c. Literature 10 hours
- Twenty-four hours in English, with at least 5 hours of work in American literature and 5 hours in English literature as outlined for English teachers.
6. Practical Arts
- a. Home Economics
- (1) Vocational to be approved by state supervisor
- (2) General
Including work in Home Management, Foods and Nutrition, and Clothing and Textiles.
- b. Agriculture
- (1) Vocational to be approved by state supervisor
- (2) General
- Full-time 24 hours
- Part-time 15 hours
- General agricultural teachers shall have such college courses as Poultry, Dairying, and Agricultural Economics.
- c. Commerce
- (1) Full-time teachers 24 hours
- (2) Part-time teachers 15 hours
Including at least $7\frac{1}{2}$ hours of work at the college level in the subject taught for teachers of Shorthand, Typewriting, or Bookkeeping; the first 5 hours of this requirement may be met by passing satisfactorily a proficiency examination in the subject taught, the examination to be administered by an accredited college or university that offers a teacher-training program in business education including the subject in which the examination is given. The teacher of Business Law shall have at least 5 hours in this subject. Teachers of other business subjects shall have at least 15 hours of work distributed over the field of business, exclusive of Shorthand and Typewriting. Qualified teachers of English and Mathematics may be approved to teach Business English and Business Arithmetic respectively.

d Industrial Arts

(1) Vocational To be approved by state supervisor

(2) General

Full-time teachers 24 hours

Part-time teachers 15 hours

Including at least six hours of college work in each subject taught.

7. Health and Physical Education

a. Full-time teachers 24 hours

b. Part-time teachers 15 hours

Including work in Health, Physiology, Physical Activities, and Recreation.

8. Librarians

a. Full-time librarians 24 hours in Library Science

NOTE: Permanent teaching certificate required in order to be certificated for Library Supervision.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester

English I 3 hours
 Mathematics or Science 5 hours
 Electives (major or
 minors suggested) 8 hours
 Physical Education Required

16

Second Semester

English II 3 hours
 Social Science or
 *Foreign Language 1 5 hours
 Electives (major or
 minors suggested) 8 hours
 Physical Education Required

16

SOPHOMORE YEAR

First Semester

*Foreign Language 2 or
 Electives 5 hours
 Literature or Social Science 3 hours
 State Government 2 hours
 Electives (major or
 minors suggested) 6 hours
 Physical Education Required

16

Second Semester

Literature or Speech 3 hours
 Social Science or Science 3 hours
 U. S. Government 3 hours
 Electives (major or
 minors suggested) 7 hours
 Physical Education Required

16

*If Foreign Language is chosen, at least two semesters in the same language must be completed.

DISTRIBUTIVE EDUCATION CURRICULUM

Degree: Associate in Business

1. Courses required for the Distributive Education Curriculum:

English I	3 semester hours
Business Communications	3 semester hours
General Psychology	3 semester hours
Speech	5 semester hours
General Sociology	3 semester hours
Introduction to Business	3 semester hours
United States and State Government or American History	5 semester hours
Business Law	3 semester hours
Business Arithmetic	3 semester hours
Salesmanship	3 semester hours
Retailing Practices and Conferences	6 semester hours
Cooperative Store Practice	4 semester hours
Merchandise Analysis (Textile)	3 semester hours
Retailing Principles	3 semester hours
Advertising	3 semester hours
Basic Display	3 semester hours
*Electives	4 semester hours
Physical Education	2 years
*Suggested courses for electives: English II, Typewriting and Accounting.	

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	Business Communications	3 hours
Retailing Principles	3 hours	Salesmanship	3 hours
Introduction to Business	3 hours	American History	5 hours
Retailing Practices and Conferences 27	3 hours	Retailing Practices and Conferences 28	3 hours
Cooperative Store Practice 27	1 hour	Cooperative Store Practice 28	1 hour
Typewriting	3 hours	Elective	1 hour
Physical Education	Required	Physical Education	Required
16		16	

SOPHOMORE YEAR

First Semester		Second Semester	
Advertising	3 hours	Merchandise Analysis (Textile) 26	3 hours
Fundamentals of Speech	2 hours	General Psychology	3 hours
General Sociology	3 hours	Business Law 30	3 hours
Accounting	3 hours	Public Speaking	3 hours
Business Arithmetic	3 hours	Basic Display	3 hours
Cooperative Store Practice 37	1 hour	Cooperative Store Practice 38	1 hour
Elective	1 hour	Physical Education	Required
Physical Education	Required	16	
16		16	

GENERAL BUSINESS CURRICULUM

Degree: Associate in Business

Part A

1. Courses required in Secretarial Curriculum A which is designed for those who have had some training in Shorthand and Typewriting in high school.

English I	3 semester hours
Business Communications	3 semester hours
*Shorthand (Must include Courses 13 and 33)	6-9 semester hours
Typing (Must include Courses 15 and 16)	6-9 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
United States and State Government or American History	5 semester hours
**Electives	4-8 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting or both.

**Electives should include: General Psychology, Fundamentals of Speech, Literature, Geography, Science.

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester

Introduction to Business	3 hours
English I	3 hours
Accounting 1 (at least one course required)	3 hours
Business Arithmetic	3 hours
Office Machines	3 hours
Elective	1 hour
Physical Education	Required

16

Second Semester

Business Communications	3 hours
Shorthand 4	3 hours
Accounting 11	3 hours
Typewriting 6	3 hours
Office Machines 35	1, 2, 3 hours
Electives	1-3 hours
Physical Education	Required

16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Shorthand 13	3 hours	Shorthand 33	3 hours
Typewriting 15	3 hours	Accounting 23	3 hours
Accounting 12	3 hours	Typewriting 16	3 hours
Specialized Machines 36		Business Law	3 hours
or electives	1, 2, or 3 hours	State Government	2 hours
U. S. Government	3 hours	Secretarial Procedures	3 hours
Electives	4, 5, 6 or 7 hours	Electives	1 hour
Physical Education	Required	Physical Education	Required
<hr/> 16		<hr/> 16	

3. Specific requirements in the General Business Curriculum, Part A:
A student must pass a 140-word shorthand test and a 70-word typewriting test.

GENERAL BUSINESS CURRICULUM

Degree: Associate in Business

Part B

1. Courses required in Secretarial Curriculum B which is designed for those who have had little or no training in the business field in high school.

English I	3 semester hours
Business Communications	3 semester hours
*Shorthand (Must include Courses 13 and 33)	12 semester hours
Typewriting (Must include Courses 15 and 16)	9-12 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
United States Government and State Government or American History	5 semester hours
**Electives	2 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting, or both.

**Electives should include: General Psychology, Fundamentals of Speech, Literature, Geography, Economics, Science.

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	Business Communications	3 hours
Shorthand 3	3 hours	Shorthand 4	3 hours
Accounting 1 (at least one course required)	3 hours	Accounting 11	3 hours
Typewriting 5	3 hours	Typewriting 6	3 hours
Business Arithmetic	3 hours	Office Machines 20	3 hours
Elective	1 hour	Elective	1 hour
Physical Education	Required	Physical Education	Required
<hr/>		<hr/>	
16		16	

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Shorthand 13	3 hours	U. S. Government	3 hours
Typewriting 15	3 hours	Typewriting 16	3 hours
Accounting 12	3 hours	Accounting 23, or	
Introduction to Business	3 hours	Shorthand 33	3 hours
Office Machines 35	2 hours	Business Law	3 hours
State Government	2 hours	Secretarial Procedures	3 hours
Physical Education	Required	Elective	1 hour
		Physical Education	Required
<hr/>		<hr/>	
16		16	

3. Specific requirements in the General Business Curriculum, Part B:
A student must pass a 140-word shorthand test and a 70-word typewriting test.

GENERAL CULTURE CURRICULUM**Degree: Associate in Arts****1. Courses required for the General Culture Curriculum:**

English I and II 6 semester hours

United States and State Government
or American History 5 semester hours

Electives 44 semester hours

Physical Education 2 years

2. The General Culture Curriculum is planned to give the student maximum flexibility in planning his junior college program.

Eighty per cent of the total hours presented for graduation must be from courses listed under Arts and Science. (See page 29).

VOCATIONAL SHOPS CURRICULUM

Degree: Diploma

1. Entrance requirements:
An acceptable high school transcript must be presented.
2. Courses required for the Vocational Shops Curriculum:

English I	3 semester hours
Business Communications	3 semester hours
Technical Mathematics	5 semester hours
Technical Science	5 semester hours
Engineering Drawing 1	2 semester hours
General Sociology 1	3 semester hours
State and United States Government or American History	5 semester hours
Electives	2 semester hours
Shops (one-half of each day 8 hours per semester)	32 semester hours
Physical Education	2 years
3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English I	3 hours	Business Communications	3 hours
Technical Mathematics	5 hours	Technical Science	5 hours
Shop (one-half of each day)	8 hours	Shop (one-half of each day)	8 hours
Physical Education	Required	Physical Education	Required
<hr/>		<hr/>	
16		16	

SOPHOMORE YEAR

First Semester		Second Semester	
General Sociology	3 hours	*U. S. Government	3 hours
Engineering Drawing 1	2 hours	*American History	5 hours
*State Government	2 hours	Shop (one-half of each day)	8 hours
Shop (one-half of each day)	8 hours	Physical Education	Required
Elective	1 hour	<hr/>	
Physical Education	Required	<hr/>	
<hr/>		<hr/>	
16		16	

*American History, 5 hours, or State and U. S. Government 10 and 11, 5 hours, will meet the requirement. Other electives may be selected.

SECTION III

COMMERCE

1. GENERAL BUSINESS

Accounting 1 (f). Fundamental principles as applied to modern business practice, including theory of debits and credits, journals, ledgers, balance sheets, and profit and loss statements. 3 hours.

Accounting 11 (w). Prerequisite, Accounting 1, or high school bookkeeping, or special permission of instructor. A study of various subjects, such as payrolls, insurance, depreciation, branch accounting, partnerships, and corporations. 3 hours.

Accounting 12 (f). Prerequisite, Accounting 11. Application of accounting principles to manufacturing statements, cost accounting, valuation accounts, and other special topics. 3 hours.

Accounting 23 (w). Prerequisite, Accounting 12 or special permission of instructor. An advanced course in the study of appraisals, investments, inventories, valuation procedures, surplus, and comparative statements. 3 hours.

Business Communications 2 (w). Prerequisite, English I. General principles of effective business letters, including the writing of various types of letters: application, adjustment, credit, collection and others. 3 hours.

Business Arithmetic 7 (f). A review of the fundamental process of arithmetic as applied to integers, fractions, and decimals, and their uses in percentage, interest, and simple business forms. 3 hours.

Economics 8 (f and w). (See under **Social Science**.)

Retailing Principles 21 (f). An analysis of the development and scope of modern merchandising in retail businesses; the importance of store location and layout; the principles and policies of store organization; and the problems involved in buying, invoice procedures, and inventory methods. Other phases of the course include store expense, customer service, credit, insurance, sales, and promotion. 3 hours.

Introduction to Salesmanship 22 (w). An analysis of the techniques of personal, retail, and general selling. Selecting sales appeals, planning the approach, and the methods of effecting a favorable response. The objectives of the course are to develop skill in personal persuasion and to provide an introduction to modern selling activity. 3 hours.

Introduction to Business 24 (f). A study of the function, means of financing, and methods of controlling and managing a business. affords assistance in choosing an area for specialization and provides background for more specialized courses that follow. 3 hours.

Advertising 25 (f). A study of the general principles of advertising, with special emphasis upon its use by retail organizations, including mediums employed, sales promotion, layout construction, and copy writing. Principles of interior and window display for retail stores. 3 hours.

Basic Display (w). Show-card layout and practices in store display. 3 hours.

Textile Merchandise Analysis 26 (w). An analysis of the various fabrics from the salesman's point of view. An examination of fabrics from the standpoint of color, wearability, quality tests, and strength. 3 hours.

Cooperative Store Practice 27, 28, 37, 38 (f and w). Local merchants and the school cooperate with students in supervised work in local stores in order to gain practical experience in retailing. At least fifteen hours per week of supervised employment is required. Concurrent with this course is Retailing Practices and Conferences. 4 hours.

Retailing Practices and Conferences 27 and 28 (f and w). Individual instruction, using specific assignment sheets, for the particular duties of the trainee at the moment in the type business he is learning as his life's work, enabling greater efficiency on present tasks and preparation for the next tasks to be learned on the job. 6 hours.

Business Law 30 (w). Prerequisite, sophomore standing except for terminal students. Study of common rules and legal principles used in business procedure. This includes a study of partnerships, corporations, contracts, negotiable instruments, agency, bailments, insurance, and sales as applied to business and cases involving these subjects. 3 hours.

2. SECRETARIAL

Shorthand 3 (f). Beginning Shorthand. A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school, except by permission of the instructor. Typewriting should precede or parallel the course. 3 hours.

Shorthand 4 (w). Intermediate Shorthand. Prerequisite, Shorthand 3 or any course in which the theory has been completed. This is a dictation course, with a review of theory, and special attention given to developing efficient transcription procedures. Dictation will range from 60 to 100 words per minute, depending upon the ability of the students. The minimum speed requirement is 80 words per minute with 95% accuracy. 3 hours.

Shorthand 13 (f). Advanced Shorthand. Prerequisite, Shorthand 4 or the ability to take dictation at 80 words per minute. The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minute. The minimum requirement is 100 words per minute with 95% accuracy. 3 hours.

Shorthand 33 (w). Advanced Shorthand. Prerequisite, Shorthand 13 or the ability to take dictation at 100 words per minute. This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement is dictation at 120 words per minute and to produce mailable letters. 3 hours.

Typewriting 5 (f). Beginning Typewriting. The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon the completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and simple tabulation. 3 hours.

Typewriting 6 (w). Intermediate Typewriting. Prerequisite, Typewriting 5 or a good knowledge of the keyboard. This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscripts and tabulations are also studied. Minimum requirements for passing is the ability to type 40 words per minute for ten minutes within the 5 error limit. 3 hours.

Typewriting 15 (f). Advanced Typewriting. Prerequisite, Typewriting 6 or the ability to write 40 words per minute for ten minutes and a knowledge of letter writing. Production of mailable letters, manuscripts, reports, addressing envelopes, etc., is emphasized. Complicated manuscripts, business reports, tabulations, form letters, and efficient use of multiple carbons are some of the materials which are studied. Minimum requirement for passing is the ability to write 50 words per minute for ten minutes within the 5 error limit. Fifteen minute writings are introduced. 3 hours.

Typewriting 16 (w). Advanced Typewriting. Prerequisite, Typewriting 15 or the ability to write 50 words per minute for ten minutes. Legal typing is introduced, and business forms are the chief emphasis in this course. Fifteen minute timings are stressed. The use of office typing projects to accustom the student to office procedure is introduced the last part of the semester. Minimum passing requirement is 60 words per minute within the 5 error limit. 3 hours.

Secretarial Procedures 21 (w). Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone, etc. The student receives instructions in the use of

present day filing systems and their application to the various types of business. 3 hours.

Office Machines 20 (f and w). Prerequisite, Typewriting. A laboratory course in the operation of spirit and stencil duplicators; Ediphone transcribing machine; Comptometer; and calculator. 3 hours.

Office Machines 35 (f and w). Prerequisite, Office Machines 20. A laboratory course continuing the work as set up for Office Machines 20 plus work on the posting and billing machines. 2 or 3 hours.

Office Machines 36 (f or w). Prerequisite, permission of the instructor. Intensive practice in the use of any available machine (or machines) to meet the need of the student in some particular situation. 2, or 3 hours.

EDUCATION

Educational Psychology 2 (w). Application of methods and results of experimental psychology to the learning situation in elementary schools. 3 hours.

Elementary Organization and Management 5 (f). Major problems of organization and management of both materials and people, from the rural and elementary school point of view. 2 hours.

Technique of Teaching in Elementary Schools 11 (f). Prerequisite, Educational Psychology 2. A study of current principles and practices relating to the instructional activities of the elementary classroom teacher. 3 hours.

Arithmetic for Teachers 12 (w). A review of subject matter content in arithmetic in elementary schools together with modern techniques in presentation to elementary pupils. 2 hours.

Children's Literature 13 (see under ENGLISH).

Observation and Practice Teaching in the Elementary School 16 (w). Prerequisite, Educational Psychology 2 and a Methods Course. Includes practice in schools of Joplin and Jasper County. 3 hours.

FINE ARTS

1. ART

Art Survey 1 (f). Study of history, materials and methods of creative art. 3 hours.

Art Survey 1a (f). Study of history, materials and methods of creative art as used by elementary teachers. 3 hours.

Art Composition 2 (w). Prerequisite, Art Survey 1. Elementary training in drawing and color in relation to composition. 3 hours.

Art Composition 3 (f). Prerequisite, Art Composition 2. Study of pictorial organization. 3 hours.

Art Composition 4 (w). Prerequisite, Art Composition 3. Creative Art. 3 hours.

2. MUSIC

Introduction to Music 1 (f or w). Musical terminology and fundamentals of notation. Designed for the student desiring a background for listening. Not for music majors. Two periods per week. 2 hours.

Public School Music 5 (f or w). A survey of music in the American Schools, with emphasis on the techniques employed in the elementary grades. Recommended for music and education majors who may be asked to assist in grade school music. Two periods per week. 2 hours.

Music Masterpieces 10 (f). Designed to enable one to understand music and its development. Study of selected masterpieces and their composers. Open to all students. Music majors may enroll for elective credit only. Two periods per week. 1 hour.

Music Masterpieces 11 (w). Continuation of course 10, which is not prerequisite, however. Two periods per week. 1 hour.

Elementary Theory 3 (f). An intensive study of the basic materials of music developed through melodic, rhythmic and harmonic dictation, sight-singing, and keyboard and written harmony. Triads, their inversions and connections. 5 hours.

Elementary Theory 4 (w). Continuation of course 3, including seventh chords and their inversions. Non-harmonic tones. Intensive work in aural perception. 5 hours.

Advanced Theory 15 (f). Prerequisite, course 4. A study of altered chords and modulation. Composition in simple forms. Advanced work in aural perception and keyboard harmony. 3 hours.

Advanced Theory 16 (w). Continuation of course 15. Modal harmony. Introduction to contemporary techniques. Compositions for instrumental ensembles. Emphasis on keyboard harmony. 3 hours.

History of Music 35 (f). General survey of musical development correlated with other cultural factors. Includes music from early times through the period of J. S. Bach. Prerequisite, sophomore standing. Three periods per week. 3 hours.

History of Music 36 (w). Continuation of course 35, which is not necessarily a prerequisite though preferably so. From the time of Haydn to the present. Three periods per week. 3 hours.

3. APPLIED MUSIC

A. Private instruction may be arranged for piano, organ, voice, and most orchestral instruments. Two-hours' credit per semester may be granted for major study; one, for minor. Two 30-minute lessons per week or one 1-hour lesson per week required for major study, and one 30-minute lesson per week, for minor study. (Turn to Applied Music Curriculum.)

The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

B. Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One-hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in one or more of the school organizations.

ARTS AND SCIENCE

1. ENGLISH AND SPEECH

a. COMPOSITION

English I (f and w). Provides instruction in grammatical and rhetorical elements of composition. Students whose training in the basic skills is insufficient will be assigned to sections meeting five times a week. Students who show exceptional ability may be permitted to substitute Exposition for their Composition I requirement. 3 hours.

English II (f and w). Prerequisite, English I. Develops reading comprehension through an introduction to types of literature and offers practice in the writing of clear, forceful exposition. 3 hours.

Exposition 7 (f). Prerequisite, English I and II, or their equivalent. A study of the techniques of factual writing and the writing of non-fiction. Recommended for all students, especially for those entering professional schools. 3 hours.

Narration 8 (w). Prerequisite, English I and II and one semester of any course in literature. An introductory course in creative writing with special emphasis on the short story. 3 hours.

Business Communications 2 (See COMMERCE).

Survey of Journalism I (f and w). No prerequisite. Open to freshmen and sophomores who want an opportunity to try various types of work in the field of journalism and who want to become active on the staff of the college paper. 1 hour.

b. LITERATURE

Masterpieces of Literature 3 (f). No prerequisite. Open to freshmen and sophomores. Includes the reading in translation of representative works from Homer, Aeschylus, Sophocles, Euripides, Plato, Virgil, Herodotus, Aristotle, Moliere, Shakespeare, and Isben. 2 hours.

Masterpieces of Literature 4 (w). No prerequisite. Open to freshmen and sophomores. Includes the reading and discussion of significant prose and poetry from twentieth century English and American authors. 2 hours.

American Literature 5 (f and w). The course is designed primarily to acquaint the student with the important literary works produced in America. 3 hours.

English Literature 11 (f). Prerequisite, sophomore standing. A survey course in English Literature from Beowulf to the Romantic Movement. 3 hours.

English Literature 12 (w). Prerequisite, sophomore standing. A survey course in English Literature from the Romantic Movement to the present. 3 hours.

Children's Literature 13 (w). Prerequisite, English I. Survey of literature taught in elementary schools. 2 hours.

c. SPEECH

Fundamentals of Speech 5 (f and w). Training for proficiency in use of voice, in diction and stage presence. 2 hours.

Introduction to the Theatre 6 (f). Survey course in theatre history, stressing the contributions of playwrights, actors and social trends of all periods as contributing factors to the contemporary theatre. 2 hours.

Play-Production 7 (w). Survey course in theatre practice. Principles of scenery, lighting, and costuming. 3 hours.

Public Speaking 15 (f). Prerequisite, Fundamentals of Speech 5. Practice in preparation and delivery of impromptu, extemporaneous manuscript and memorized speeches. 3 hours.

Dramatic Interpretations 17 (f or w). Prerequisite, Fundamentals of Speech 5, or one year of high school speech, or special permission of instructor. Emphasis on artistic and creative aspects of oral reading, acting, and characterization. 3 hours.

2. FOREIGN LANGUAGE

a. FRENCH

Elementary French 1 (f or w). Pronunciation, grammar, vocabulary, idioms, dictation, graded readings, and conversation. 5 hours.

Intermediate French 2 (w). Prerequisite, Elementary French 1. Two years of high school French. Intensive reading of short stories and poems, with emphasis on vocabulary building and conversation. 5 hours.

Advanced French 3 (w). Prerequisite, Intermediate French 2. 5 hours.

b. GERMAN

Elementary German 1 (f or w). Pronunciation, grammar, diction, memory work, easy reading, and conversation. 5 hours.

Intermediate German 2 (w). Prerequisite, German 1. Grammar review. Reading of literary selections and memorization of poems and songs. Emphasis on the spoken idiom. 5 hours.

Advanced German 3 (f or w). Prerequisite, German 2. Poems by Goethe. Representative plays of Schiller and Goethe. 5 hours.

c. SPANISH

Elementary Spanish 1 (f or w). Fundamentals of pronunciation, vocabulary and grammar. 5 hours.

Intermediate Spanish 2 (f or w). Prerequisite, Elementary Spanish 1 or two years high school Spanish. Reading, conversation and composition. 5 hours.

Advanced Spanish 3 (f or w). Prerequisite, Intermediate Spanish 2, or three years of high school Spanish. Rapid reading of Spanish selections, and intensive drill in conversation and composition. 5 hours.

3. MATHEMATICS

Plane Geometry 0 (f). A short course in plain Euclidean geometry. This course is only for students not offering one unit of plane geometry for entrance. No credit for Pre-engineering students. 3 hours.

Solid Geometry 00 (w). A short course for students not offering Solid Geometry from high school. No credit for Pre-engineering students. 2 hours.

Basic Algebra 01 (f and w). A course in the fundamentals of algebra for those students offering only General Mathematics for entrance and for others who are found to be deficient in mathematics on the entrance examination. Meets 5 hours for 3 hours credit. No credit for students offering one and one-half units in algebra for entrance. 3 hours.

Introduction to College Algebra 1 (f or w). Prerequisite, one year of high algebra. Review of algebraic fundamentals, followed by the study of quadratic equations, progressions and variations. 5 hours.

Trigonometry 2 (f or w). Pre-requisite, Introduction to College Algebra 1, or one and one-half units of high school algebra and one year high school plane geometry or concurrent plane geometry. Study of trigonometric functions and practical applications. Students offering high school trigonometry will receive only 2 hours. 2 or 3 hours.

College Algebra 3 (f). Prerequisite, one and one-half units of high school algebra and unit of plane geometry or 3 units of high school mathematics not including general mathematics. Review of fundamentals and study of advanced topics in quadratic equations, variations and progressions. 3 hours.

Analytic Geometry 4 (w). Prerequisite, College Algebra 3 or Introduction to College Algebra 1 and Trigonometry 2 with a minimum grade of "M". 5 hours.

Calculus 5 (f). Prerequisite, Analytic Geometry 4. Fundamentals of differentiation and integration and practical applications. 5 hours.

Calculus 6 (w). Prerequisite, Calculus 5. Advanced theory of differentiation and integration, series, and functions of multiple variables and a brief introduction to differential equations. 5 hours.

Slide Rule 8 (f). Prerequisite, trigonometry or concurrent registration in Trigonometry 2. A laboratory course in the technique of a log log rule. A student may be excused if he shows satisfactory skill in the use of a rule. 1 hour.

Plane Surveying 9 (f). Prerequisite, trigonometry. An introductory course. A study of adjustment and use of surveyor's compass, levels, plane table and alidade, and transit. Field work in chaining, profile and differential leveling, traverse, land survey, etc. 2 hours.

Plane Surveying 10 (w). Prerequisite, Plane Surveying, 9. A study of curvilinear survey; simple triangulation; area by coordinate and D. M. D.; topographic surveys; earth works and structural survey; underground survey; city survey; etc. 2 hours.

Engineering Problems 11 (f or w). This course is included to orient the students and assist them in applying the different branches of mathematics to engineering problems. Included in the course are the use and application of exponents, logarithms, trigonometric functions, solution of triangles, laws of force and motion, mechanics, etc. 2 hours.

Technical Mathematics 12 (f or w). A study of mathematics involving the general mathematics used in the reading of blue prints, in sketching, in layout, and in pattern making. 5 hours.

4. MECHANICAL DRAWING

Engineering Drawing 1 (f or w). Study of use of drawing instruments, lettering, technical sketching, tracing and blue printing. A. S. A. standards are basis for drafting conventions. 2 hours.

Descriptive Geometry 2 (f or w). Prerequisite, Engineering Drawing 1. Practical applications of principles to problems of geology, mining, and mechanical and architectural engineering. 2 hours.

Engineering Drawing 3 (f or w). Prerequisite, Engineering Drawing 1. Screw thread, bolts and nuts, detail and assembly, gear and design, topographical and pattern drafting. 2 hours.

Architectural Drawing 4 (f or w). Prerequisite, Engineering Drawing 1. The fundamental principles of house planning, including materials of construction and room arrangements. Plans will be drawn of suitable building. 2 hours.

5. NATURAL SCIENCE

a. GENERAL SCIENCE

General Science 1 (f or w). No prerequisites. A survey of all fields of science, no laboratory. Especially recommended for elementary teachers. 5 hours.

b. BIOLOGY

General Zoology 1 (f). General survey of animal groups, followed by detailed study of one vertebrate and of representatives from other groups. 5 hours.

General Botany 2 (w). Study of structure and activities of living plants. 5 hours.

Hygiene 3 (f or w). Study of principles of personal and social hygiene, and public health. 2 hours.

Anatomy and Physiology 5 (w). Prerequisite, General Zoology with minimum grade of "M". Includes study of structure of the skeletal and muscular and nervous systems, and introduction to embryology. 5 hours.

c. CHEMISTRY

General Inorganic Chemistry 1 (f and w). Introduction to laws and theories of chemistry and to laboratory procedures. Three 1-hour lectures per week and two 2-hour laboratory periods per week. 5 hours.

General Inorganic Chemistry 2 (f and w). Prerequisite, General Inorganic Chemistry 1 with a grade of "M". Emphasis on oxidation-reduction reactions, applications of the law of chemical equilibrium, and properties of metals. Three 1-hour lectures per week and two 2-hour laboratory periods per week may be taken for five hours' credit with laboratory or for three hours' credit without laboratory. 3 or 5 hours.

Qualitative Analysis 3 (f). Prerequisite, Chemistry 1 and Chemistry 2 (3 hours). May be taken simultaneously with Chemistry 2 lecture. Identification of metals and the more important anions. Five 1-hour laboratory periods and one 1-hour lecture period per week. 3 hours.

Quantitative Analysis 4 (w). Prerequisite, General Inorganic Chemistry 1 and 2. Includes both volumetric and gravimetric analysis. Nine 1-hour laboratory periods and one 1-hour lecture period per week. 5 hours.

Elementary Organic Chemistry 5 (w). Prerequisite, 8 hours of college chemistry. An elementary course covering both aliphatic and aromatic compounds. Three 1-hour lectures per week and two 3-hour laboratories per week. 5 hours.

d. PHYSICS

Elementary College Physics 1 (f). Prerequisite, Plane Geometry. Includes study of mechanics, heat and sound. 5 hours.

Elementary College Physics 2 (w.) Prerequisite, Elementary College Physics 1. Includes study of electricity and light. Courses 1 and 2 designed for pre-medical students. 3 hours.

General College Physics 3 (f). Prerequisite, ten hours of college mathematics. Calculus should be taken concurrently. Includes study of mechanics, sound and heat. Courses 3 and 4 for pre-engineering students. 5 hours.

General College Physics 4 (w). Prerequisite, General College Physics 3. Study of electricity and light, followed by introduction to modern applications of physics. 5 hours.

Technical Science 5 (f or w). Includes study of fundamentals of mechanics, heat, electricity, gear-calculations, speeds, and other operations concerning general shop. 5 hours.

6. PSYCHOLOGY

General Psychology 1 (f or w). Principles which control individual human behavior. 3 hours.

Applied Psychology 3 (w). Prerequisite, General Psychology. The application of psychological principles to human relations, personality studies, and certain professional and non-professional occupations. 3 hours.

7. SOCIAL SCIENCE

a. GEOGRAPHY

Introduction to Geography 1 (f or w). Study of climate and natural resources, and modification of the earth's surface by internal and external forces, and their effects on populations. 3 hours.

b. HISTORY

Ancient History 1 (f). Survey of the early civilizations in Egypt, Mesopotamia, Palestine, and Asia Minor, followed by a survey of the development of Rome through the imperial period. 3 hours.

Medieval History 2 (w). Survey of developments in Europe from the fall of the Roman Empire to the discovery of America. 3 hours.

Modern European History 3 (f). Study of growth of nations, and cultural and political developments from 1492 to 1815. 3 hours.

Modern European History 4 (w). Study of development in Europe from the Congress of Vienna to the present. 3 hours.

American History 5 (f and w). The foundations of American nationality, with special emphasis on the European heritage, planting and development of colonies in America, evolution of colonial and national institutions, the slavery question and the war between the states; the post-war period with emphasis on the development of labor organizations and business enterprise. 5 hours.

Contemporary Europe 6 (f and w). A survey of political, social and economic problems confronting European nations since the latter part of the 19th Century, with especial emphasis on interplay of forces leading to World Wars I and II. 3 hours.

c. POLITICAL SCIENCE

General Economics 8 (f and w). Prerequisite, Sophomore standing. An introduction of the American economy. A study of the functioning of the competitive system, organization of business and labor, the economic role of government, the problems of production and consumption, money and banking, price determination, international trade, business cycles, social movements and social legislation and economic welfare. 5 hours.

State Government 10 (f and w). Study of the formation and structure of state government and its relationships with local government. 3 hours.

Government of the United States 11 (f and w). Study of the formation and structure of the Federal Constitution, and of governmental structure in the United States of America. 3 hours.

International Relations 12 (f or w). A general introductory course which includes the meaning of sovereignty, the evolution of the modern state system; factors which affect the power of a state, such as raw materials, political institutions, industrial, commercial and financial strength; the international positions and foreign policies of the great powers; history of recent international relations building for a more stable world. 3 hours.

d. SOCIOLOGY

General Sociology 1 (f or w). Study of forms of human association, with special attention to movements to improve human life. 3 hours.

The Family 2 (w). Study of factors which make or mar homes, and of ways to promote better homemaking. 3 hours.

PHYSICAL EDUCATION

Play and Games 1 (w). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

REQUIRED COURSES

All men and women students are required to take courses in physical education throughout the first and second years.

1-2 Required Course, Freshmen Men (f and w). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

3-4 Required Course, Freshmen Women (f and w). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

5-6 Required Course, Sophomore Men (f and w). Two periods each week. A continuation of 1-2. Required Credit.

7-8 Required Course, Sophomore Women (f and w). Two periods each week. A continuation of 3-4. Required Credit.

VOCATIONAL EDUCATION

1. AUTO MECHANICS

Automotive 1 (f). Automotive machines. 8 hours.

Automotive 2 (w). Automotive fundamentals, particular attention to chassis and power transmission. 8 hours.

Automotive 3 (f). Automotive ignition. 8 hours.

Automotive 4 (w). Automotive maintenance. 8 hours.

Automotive 5 (f). Automotive body and fender instruction with emphasis on the straightening of fenders, frames, chassis. Minimum class of 8. 8 hours.

Automotive 6 (w). Specialization in the preparation of the car for painting and repair of upholstery. Minimum class of 8. 8 hours.

2. CABINET SHOP

Cabinet 1, 2 (f and w). Instruction in care of tools, with practice in simpler operations. Construction of school furniture. 8 hours.

Cabinet 3, 4 (f and w). Special instruction and practice in use of power tools, in making cost estimates, blue print reading, and in wood finishing. 8 hours.

Building Estimating 5 (f or w). Includes study of estimating material cost and labor costs and requirements. Organized if sufficient demand. 5 hours.

3. MACHINE SHOP

Machine Shop 1 (f). Lathe instruction, including the use of measuring lathe, use of bench tools. 8 hours.

Machine Shop 2 (w). Milling machine, specialized instruction in slab milling, gear cutting, jigs and fixtures construction, and use of the dividing head. 8 hours.

Machine Shop 3 (f). Shaper and drill press instruction. Instruction will be given on the Universal tool grinders. 8 hours.

Machine Shop 4 (w). Grinding instruction including internal, external, surface centerless grinding. 8 hours.

Machine Shop 5 (f or w). Special machines which include turret lathe operation, gear hopper, and gear shaper, with some attention toward tool making. 8 hours.

4. SHEET METAL

Sheet Metal 1 (f). Instruction in the care and use of tools in the simplest operations. 8 hours.

Sheet Metal 2 (w). Practice on a variety of small projects leading toward specialization. 8 hours.

Sheet Metal 3 and 4 (f and w). Specialization in general jobbing general sheet metal, and heating and ventilation. 8 hours.

5. WELDING

Welding 1 (f). Acetylene welding. Instruction in the use and care of equipment on various metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

Welding 2 (w). Electric welding. Instruction in the use and care of equipment and welding on various types of metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

6. GENERAL METALS

General Metals 1 and 2 (f and w). Designed for students desiring an overall experience in Machine Shop, Sheet Metal, and Welding, a proportion of time being spent in each shop. Organized if sufficient demand. 8 hours.

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